Detailed Instructions for Completing the
Request for Personnel Action Exemption Form

Follow the instructions listed below to ensure the request form is completed properly.

MERIT FORM:
1. Request Approval To: Select the action type you wish to request approval for processing. The following action types require additional information:
    a. Other: enter the action type that is not already provided on the form.
    b. Position # Change/Detail: Indicate whether this will be an internal or external action. List the current annualized salary and the new annualized salary.
2. Position Information:
    a. Cost Center: This number is the first five digits of the agency's legacy company number.
    b. Position Number: This is a 30 million number in KHRIS.
    c. Org Unit Title: This is the name of the organizational unit the position will sit in.
    d. Work County Name: This is the name (not code) of the county the position will work in.
    e. Title (Name): This is the position/classification name (not code).
    f. Grade: This is the pay grade of the position.
    g. Select One: Here you need to select what type of position it will be (Full or part time).
    h. Position to be filled: Here you need to select how you will fill the position (through Internal Mobility, Competitively, or neither (N/A) if it is not a COS action.
3. Justification: Complete all questions in full detail. As noted for IT positions, please be sure to attach a position description to the request.
4. Budget Information: Complete all questions and provide explanations where noted.
5. Submissions and Approvals: Requesting agency should complete both the "Requested By" and the "Reviewed/Approved By" sections before submitting. Be sure to provide an alternate contact if the requestor is not the person who can answer potential questions regarding the request.

Non-MERIT FORM:
1. Request Approval To: Select the action type you wish to request approval for processing. The following actions types require additional information:
    a. Change in Pay: enter what the adjustment is for.
    b. Other: enter the action type that is not already provided on the form.
    c. Rehire: indicate if the action is a re-employment or re-instatement.
    d. Position Number Change: Select either internal or external. Then select promote or detail and be sure to provide the additional details requested for each.
2. Position Information:
    a. Cost Center: This number is the first five digits of the agency's legacy company number.
    b. Position Number: This is a 30 million number in KHRIS.
    c. Org Unit Title: This is the name of the organizational unit the position will sit in.
    d. Work County Name: This is the name (not code) of the county the position will work in.
    e. Title (Name): This is the position/classification name (not code).
    f. Grade: This is the pay grade of the position.
    g. Select One: Here you need to select what type of position it will be (Full-time, Part-time, Interim, FFTL).
    h. If this is a policy-making position: Enter the working title if different from the previously listed title and the Cabinet/Department/Division Name the position will reside.
    i. Name of the Requested Appointee: Enter the full name of the requested appointee, if known.
    j. Indicate whether the requested appointee is a returning retiree or not.
        i. If yes, provide the
            1. Date of Retirement.

        2.   Annualized Salary at Retirement.

    k.   Current Annualized Salary of Requested Appointee.

    l.   Requested Annualized Salary of Requested Appointee.

    m.   Name of Previous Incumbent.

    n.   Annualized Salary of Previous Incumbent.

    o.   Reason for Vacancy.

3. <u>Justification</u>: Same as above.
4. <u>Budget Information</u>: Same as above.
5. <u>Submissions and Approvals</u>: Same as above.

Be sure to provide a copy of an updated application.

ADDITIONAL POSITIONS REQUESTED:

This page should only be used when requesting additional *merit* positions. For each position, include the class title name, pay grade, position number (30 million KHRIS number), work county name, and type of position.